

# **ADDENDUM III**

## **Michigan's Low Income Housing Tax Credit Program Supportive Housing Holdback October 17, 2007**

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### **GUIDANCE MATERIAL:**

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### **Prior to Application:**

- Developers are encouraged (not required) to submit an initial concept letter for review and discussion prior to submitting a normal application. This provides an opportunity for the developer and his/her team to receive technical assistance in conceptualizing the project and assuring that key components are included.
- Developers are strongly encouraged to have a MSHDA staff member visit the project site prior to application submission. Supportive Housing and Homeless Initiatives staff can be reached at 517-241-1609. (See MSHDA Supportive Housing Site Selection Guidelines and Definitions.)

### **Application Dates:**

- **Early Application Period:** Beginning January 2 an early application period will begin for projects that commit 100% of the units for supportive housing targeted to persons who are chronically homeless, profoundly deaf, homeless, domestic violence survivors, or reflect a plan to serve an integrated population of persons eligible under this addendum. (See Attachment A for definitions.) These projects must meet the general threshold requirements and in addition will be scored utilizing the Supportive Housing criteria. A project must achieve a minimum score of 100 points to be considered (see Supportive Housing scoring criteria). Projects will be ranked according to the date of receipt and Supportive Housing score achieved through March 31st. If similar projects are received after March 31 (during the Open Application period) they will be scored and ranked in the same manner as all other supportive housing submissions.
- **Open Application Date:** Beginning April 1 an open application period will begin for projects that target 30% or more of their units to supportive housing tenants (See Attachment A). This application process will remain open until August 31. Supportive housing projects that are submitted during the Open Application Period must meet general threshold requirements and minimally achieve a score of 100 points to be considered. Projects will be ranked according to the date of receipt and score, and will be placed on a funding priority list **after** those submitted during the Early Application Period.
- **Application End Date:** The application period will remain open until all available credit is committed or until August 31 of the calendar year.

### **General Application Information**– (see VII 4 of the QAP for additional information):

- **Allocation Limitations:** A single project cannot receive an allocation of more than 30% of the total holdback. No more than 60% of the special Needs holdback can be allocated to a single city, village, or township.
- **Minimum Use:** Projects must agree to remain low income for a minimum of 90 years.
- **Non eligible Population:** Elderly only projects are excluded from the Supportive Housing Hold-Back.
- **Operating Costs:** Project operating costs cannot exceed MSHDA standards unless a waiver is granted by the Authority.

- **Ownership Formation:** Projects serving persons who are considered to be chronically homeless must partner with a homeless shelter provider. The homeless shelter provider capacity could be as developer, co-developer, or service provider.
- **Population Served:** Projects must have a minimum of 30% of the units targeted to people who meet the definitions outlined in Attachment A ( i.e persons with special needs, homeless, or those who are survivors of domestic violence).
- **Project Size:** Projects may not exceed 75 units in total, unless a waiver is granted by the Authority.
- **Service Organization Collaboration:** Developers will be required to collaborate with a local service organization(s) to assure adequate service coordination and delivery for tenants.
- **Rent Targeting:** All supportive housing units must have rents targeted to tenants with incomes at or below 30% AMI, unless rental subsidies are planned. (Rents may then be structured up to 60% AMI.)
- **Unit Configuration:** Single Room Occupancy (SRO) is an eligible use under this category, see definition in Attachment A.
- **Unit Cost:** Projects must meet the conditions designated within the Qualified Allocation Plan, unless a waiver is granted by the Authority.

#### **Application Process and Threshold Requirements:**

- **Threshold Requirements:** See VIII-A of the Qualified Allocation Plan for threshold requirements which must be followed.
- **In addition:** the following Special Needs Holdback threshold requirements/exhibits are required:
  1. **Site Selection:** Project location must meet MSHDA's Supportive Housing Site Selection Criteria. (See Attachment B.)
  2. **Addendum III Application** (pages 5-12)
  3. **Letters of Support:**
    - a. Attach a letter of endorsement either from the Continuum of Care or other Community Collaborative planning group that indicates that the group has reviewed and endorsed your project plan and submission.
    - b. If the service provider is reliant on funding from other entities to sustain the services identified, a letter documenting support from the funder(s) must be provided. (For example, if the service provider is a nonprofit organization that contracts with a local Community Mental Health Board (CMH), the CMH must provide a letter of support for the project.)
  4. **Executed Memorandum of Understanding (MOU):** The MOU must outline the roles and responsibilities of the owner, service agency, and property management company. It should reflect a flexible tenant screening and selection process and must be approved by an existing state interagency review team.

5. **Service Coordination Plan:** On-site service coordination must be available to all supportive housing tenants. This may be provided through the partnership with the local service organizations, but it is recommended that the following schedule serve as a minimum standard.
  - a. One day per week – projects of 30 units or less
  - b. Two days per week – projects 30-60 units
  - c. Three days per week – projects 60-75 units

### **Second Evaluation and Commitment:**

If your project receives a tax credit Reservation, you have 120 days to tax credit Commitment. For example, if your Reservation of Tax Credit was signed and dated by MSHDA on March 1, 2008, you would have until June 30, 2008 to apply for a Commitment of Tax Credits. (See Section XII of the Qualified Allocation Plan for Commitment requirements.)

### **Scoring and Ranking:**

**Projects submitted under the Supportive Housing Holdback and the DHHP Supportive Housing Holdback will be scored and ranked according to the process and scoring criteria outlined in the Addendum III. (For these projects the scoring criteria published in the Addendum I is not applicable.) All other Addendum I certifications, and threshold requirements are required.**

1. See Attachment C for the Scoring Criteria Self Score Sheet (page 24-26).
2. Projects must reach a score of 100 points.
3. Projects that do not meet the score of 100 may resubmit their application for re-evaluation. The project will be placed on the waiting list by the date of successful submission.
4. Every effort will be taken to review, score, and rank projects within 60 days of submission.
5. Separate waiting lists will be maintained for the three sub-categories shown below. If by May 1st there are less qualified applications than credit available within either of the targeted sub-categories, funds may be redistributed to the next qualified project within a sub-category list that has projects awaiting funding. Sub-categories are:
  - A. 50% of the holdback will be reserved for single adults who meet HUD's definition of Chronically Homeless;
  - B. 50% of the holdback will be reserved for tenants that meet the definition of Special Needs, Homeless, Domestic Violence Survivor, or Consumer of Mental Health Services or profoundly deaf.
  - C. 20% targeted for supportive housing in the holdback for Detroit, Hamtramck, and Highland Park. Supportive Housing projects located in these communities will not be considered for funding under the general Supportive Housing Holdback.

### **ADDENDUM III – Application for Special Needs and Homeless Housing**

Complete the application using the format and guidelines provided. In order to be considered for funding the application must include concise information in the requested format.

#### **A. Project Description:**

**(Attach pages 1 and 3 of the Primary Application (provides descriptive information of your project.)**

Total Number of Units in the Development: \_\_\_\_\_

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom

Total Number of Units Targeted for Supportive Housing: \_\_\_\_\_

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom

Total Number of Units that will be barrier free: \_\_\_\_\_

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom

***Describe how your project meets the Supportive Housing Site Selection Guidelines***

***The project will include the following amenities:***

**B. Proposed Rents:**

Units intended for tenants of supportive housing must have rents targeted at or below 30% area median income. It is MSHDA's expectation that rental subsidies will be provided if rents needed to achieve feasibility are higher than those published for households at 30% area median income. These rents will be provided at the level shown in the tax credit application for the *entire extended low-income use period*.

1. Total Number of Units in the Project   
Total Number of Supportive Housing Units in the Project

2. Are all the supportive housing units identified in the Project Income section of the Primary Application listed at 30% AMGI or lower? ☐Yes ☐No

If the answer is “**Yes**” to #2, **no further information is required, stop here.** Skip # 3 below.

If the answer is “**No**” to #2, **please respond to #3 below.**

3. Rent subsidy will be provided for all supportive housing units with rents above 30% AMI using the following resources (indicate number of vouchers or estimated ODR):

Housing Choice Project Based Vouchers	<input type="text"/>
Operating Deficit Reserve (ODR)	<input type="text"/>
Other Source _____	<input type="text"/>

**Attachments:**

Provide the following:

- ☐ A completed copy of page 10 of MSHDA's Primary Application for Rental Housing Programs. (Page 10 outlines rent levels.) Be sure to clearly identify the proposed rents for the units targeted to supportive housing tenants.
- ☐ Verification of the subsidies that enable you to rent the units at 30% AMI or lower.

**C. Partners Organizational History:**

**1. Supportive Service Provider(s) Identification Information:**

<b>Lead Organization</b>	
Primary Address	
Contact Person	
Contact Phone	
Contact Fax	
Contact Email	
Executive Director	

<b>Organization</b>	
Primary Address	
Contact Person	
Contact Phone	
Contact Fax	
Contact Email	
Executive Director	

<b>Organization</b>	
Primary Address	
Contact Person	
Contact Phone	
Contact Fax	
Contact Email	
Executive Director	

<b>Organization</b>	
Primary Address	
Contact Person	
Contact Phone	
Contact Fax	
Contact Email	
Executive Director	

## 2. Supportive Service Provider(s) Experience

*Describe each service partners experience relevant to this application, including the following:*

- Prior experience (including the number of years) working with the targeted supportive housing population;
- Sources of funding dedicated to the services outlined in the Supportive Service Plan.

Org1
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Org2
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Org3
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Org4
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## 3. Owner Identification:

### Organization

Primary Address

Contact Person

Contact Phone

Contact Fax

Contact Email

President/CEO


## 4. Owners Experience

Describe the owner's experience relevant to this application, in the space provided, including the following:

- Prior experience developing or owning tax credit properties;
- Prior experience providing housing to tenants of supportive housing.



**5. Property Management Company Identification Information:**

**Organization**

Primary Address

Contact Person

Contact Phone

Contact Fax

Contact Email

President/CEO


**6. Property Management Experience**

*Describe the property manager's experience relevant to this application, in the space provided, including the following:*

- Prior experience managing tax credit properties;
- Prior experience in managing properties that have supportive housing units.

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**D. Supportive Services Plan:**

*Only **one** specific and comprehensive plan should be submitted, regardless of the nature of the tenants targeted for the supportive housing units. (If you are proposing to serve diverse populations (i.e. individuals with mental illness, developmental disabilities, homeless), you must address the service distinctions designed to meet their unique needs.)*

- 1. Provide a brief description of the population(s) targeted for the Supportive Housing Units.**

**Targeted Populations:**

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**2. Describe the proposed services:**

**Narrative description of services to be offered:**

**How services will be coordinated? :**

**How services will be funded? :**

**Service location (on site or in the community):**

### 3. SUPPORTIVE SERVICES COMMITMENT

Please list only the services that are made available to tenants of this project. Please do not list every service generally available in a community. If service is not available, enter "none".

<b>Service Type</b>	<b>Name of Agency Providing Service Must sign MOU</b>	<b>Name of Agency Funding Services Must provide Letter of Support</b>
<b>CASEMANAGEMENT SERVICE COORDINATION</b>		
<b>Tenant Stabilization</b> – Assist tenants to care for their apartment, ADL's, get along with neighbors, landlord, etc.		
<b>Building Support Systems</b> – Assist tenants to re-engage with local community.		
<b>Basic Needs</b> – Assist tenants to obtain resources (food, clothing, transportation, etc).		
<b>Benefit Assistance</b> - Provide on-going support including referrals, assistance obtaining benefits, linkages with services, "whatever it takes".		
<b>Employment Related Services</b>		
<b>OTHER ESSENTIAL SERVICES</b>		
<b>Mental Health</b> – ACT, counseling, therapy, medications and medication management.		
<b>Substance Abuse Services</b> – Outpatient treatment, self-help options, and counseling.		
<b>HIV/AIDS</b> – Specialized health care.		
<b>Legal Services</b> – Related to civil arrears, family law, uncollected benefits.		
<b>Veteran Services</b>		
<b>Domestic Violence Counseling</b>		
<b>School Related Services</b>		
<b>Child Care</b>		
<b>Other</b>		

**E. Summary of How the Project is “grounded” in Community Collaboration:**

(It is the desire and intent that supportive housing projects NOT occur in isolation or without the knowledge and support of the community in which the development is proposed.)

1. How does this project support the local Ten Year Plan to End Homelessness? **Do not attach a copy of the Ten Year Plan as evidence of this collaboration.**

2. If this project is NOT related to the local Ten Year Plan to End Homelessness, discuss how it is grounded in any other relevant collaborative community strategy or plan.

**F. Memorandum of Understanding/Contract:**

Attach written documentation (specifically, a “Memorandum of Understanding” or similar contract) between the owner, management agent, and service provider(s) that outlines mutual roles and responsibilities in this project. **The MOU should incorporate the supportive services plan agreed to by the parties**, and provide:

- Proof of commitment by the service provider, including signature of the Executive Director;
- A letter of support from the primary funder of the case management and/or service coordination agency;
- Demonstration of an ongoing commitment by all partners to work collaboratively together.

**(Please Note:** It is expected that the Executive Director or Board Chair of the service provider organization be a signatory to these agreements.)

## ATTACHMENT A

### DEFINITIONS

#### **ELIGIBLE SPECIAL NEEDS SUPPORTIVE HOUSING TENANTS SUPPORTIVE SERVICE PLAN SINGLE ROOM OCCUPANCY (SRO)**

Please review the following definitions before completing a service plan for Special Needs Supportive Housing Tenants. This is relevant when applying for any MSHDA program, including HOME or Low Income Housing Tax Credits. ***To be eligible for funding, the entire housing development must be open and available to adult persons of all ages.***

#### **Eligible Special Needs/Supportive Housing Tenants**

Under the Low Income Housing Tax Credit program eligible special needs/supportive housing tenants must meet one of the following definitions (special need, homeless, domestic violence survivor).

**Definition of Special Need Populations** – A person (prospective tenant) with special needs must be the adult member of the household and meet the criteria in both categories below. The tenant must have:

A. A describable “special need condition”, defined as a physical (including profound deafness and legally blind), mental or emotional impairment that is of long-term duration, **and**

B. At the same time, the tenant must have a *substantial and sustained* need for supportive services in order to successfully live independently. In order to meet the “special needs definition,” tenants must require assistance in at least **two** life-skill areas, such as:

- The ability to independently meet personal care needs;
- Economic self-sufficiency (capacity for sustained and successful functioning in vocational, learning or employment contexts);
- Use of language (ability to effectively understand, be understood and handle communication as needed on a daily and ongoing basis);
- Instrumental living skills (managing money, getting around in the community, grocery shopping, complying with prescription requirements, meal planning and preparation, mobility, etc.), or
- Self-direction (making decisions/choices about one’s day-to-day activities and regarding one’s future) **or**

C. The person is a recipient of SSI/SSDI.

**Homeless** – A person/prospective tenant must meet the following definition of homeless to qualify. The tenant must:

Lack a fixed, regular, and adequate nighttime residence, with **priority** given to those living in:

- A publicly or privately operated shelter and/or transitional facility designed to provide temporary living accommodations (including those being assisted with hotel vouchers);
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (including living on the streets, in a state park, or automobile);
- An institution that provides a temporary residence for individuals intended to be institutionalized;

**Domestic Violence Survivor - Domestic Violence (DV) / Intimate Partner Violence (IPV)**

- “Domestic Violence” means the occurrence of any of the following acts by a person that is not an act of self-defense:
  - Causing or attempting to cause physical or mental harm to an intimate partner;
  - Placing an intimate partner in fear of physical or mental harm;
  - Causing or attempting to cause an intimate partner to engage in involuntary sexual activity by force, threat of force, or duress;
  - Engaging in activity toward an intimate partner that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- “Intimate Partner” includes any of the following:
  - A spouse or former spouse;
  - An individual with whom the person has or has had a dating relationship;
  - An individual with whom the person is or has engaged in a sexual relationship;
  - An individual with whom the person has a child in common.

**Chronically Homeless** - A chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation or in an emergency shelter during that time.

**Supportive Services Plan**

For a project to be eligible for tax credit supportive housing points or HOME funds, the proposal must include a plan for the provision of a *substantial level of services targeted* to the supportive housing units. The services must include those that are essential for supportive housing tenants to *sustain* themselves in permanent housing.

The project must be an on-going active collaboration between the owner, management company, and identified supportive service provider(s). The formulation of this relationship, along with a commitment to sustain the agreed upon services over a period

of time, must be agreed to *by the collaborators and incorporated into a written "Memorandum of Understanding."*

The supportive services plan should outline and specify the following:

- Conditions which would qualify the proposed tenant(s) for the supportive housing units;
- Expected life-skills areas for which supportive services are likely to be required;
- The supportive services to be provided. **Participation in supportive services must be voluntary.**
- How service coordination will be provided.

Tenants' must have the option to receive service coordination on-site. For the purpose of meeting this requirement, *service coordination* shall be available in a form that contains the following elements:

- a. An individual assessment of service needs and life goals will be completed with the full participation of each tenant and others of their choosing.
- b. A plan will be developed in response to each tenant's assessment, which will include long and short-range goals, with specific steps to achieve them. Principles of person centered planning and self-determination will be incorporated into the planning process.
- c. Service coordination will include advocacy, brokering, linking and monitoring of support services detailed in each tenant's plan.
- d. Service coordinators will help tenants gain access to entitlements, financial assistance programs, and legal representation, in accordance with the tenant's plan.
- e. A re-assessment, and revision of each tenant's plan, will be completed on at least an annual basis. Copies of that plan and annual update will be placed in each tenant's file.
- f. Tenants shall have a designated individual or team responsible for the coordination of services.
- g. Emphasis shall be placed on tenant empowerment and the development of natural/community supports.

### **Single Room Occupancy (SRO)**

A residential property that includes multiple efficiency dwelling units. Each unit is for occupancy by a single eligible individual. The dwelling unit must contain private sanitary facilities and an appropriate food preparation area which includes sink, microwave, refrigerator, and counter for food preparation.

## **ATTACHMENT B**

### **MSHDA SUPPORTIVE HOUSING SITE SELECTION GUIDELINES & DEFINITIONS**

The following is provided as guidance in site selection for supportive housing projects.

The application must include:

- HOME Environmental Checklist, see Tab T (submit as Exhibits 7a and 7b)

**Residential Character:** Surrounding residential property values should be stable or increasing, unless the site is part of a local community effort for improvement or rehabilitation. Areas impacted by high concentrations of very low-income housing that is deteriorating or in jeopardy of deterioration should be avoided. Areas already impacted by high concentrations of housing for people with special needs should also be avoided.

Sites should allow for a visually proud orientation of the housing to the street and neighborhood. Easy and safe ingress and egress should be available by vehicle and by foot or wheelchair. Good signage, lighting and landscaping features should be incorporated to establish a pleasing and noticeable residential presence. Surrounding uses when viewed from the site itself should be well maintained and aesthetically pleasing.

**Site Utilities:** Site utilities, adequate water, sewer, storm drainage, electricity, telephone, and natural gas service, should be available. Underground utility service is preferable. Parcels requiring extension of off-site utility lines may be considered.

**Frontage:** Sites should have frontage on a paved public street and provide good accessibility. Public improvements should be available including paved roads, sidewalks, curbs and gutters, street lighting, storm drains and fire hydrants. In situations involving private drives, shared roads, grounds or utility access, maintenance agreements must be in place for equitable sharing of the cost of mowing, plowing, maintaining and replacing shared facilities.

**Public Transportation and Community Resources:** Good access should be available to public transportation and community resources such as grocery shopping, pharmacy, bank, employment, religious and education institutions as well as medical and social services and community parks or recreational activities the proposed occupants will be most likely to use. Access routes by foot, bicycle or wheelchair should be available or developed wherever possible. Where public transportation or accessible routes are not available, the proposal should include site based transportation services.

Shape, size, soil conditions and contours of the site should allow for flexibility in building location and orientation and permit professional site planning, circulation, parking, and open space. Sites should neither be too small nor include excessive acreage. Property should generally be between .25 and 3 acres in size depending on the number of units proposed. Existing ground contours should not require excessive grade or fill to accommodate ramping (preferably without the need for handrails) and the use of wheelchairs. Space must be available for fire safety equipment, waste removal and bus or van access where applicable. The proposed



development should be proportionate to current and proposed adjacent land uses. Soil conditions must be suitable to support the proposed improvements and allow for appropriate drainage.

**Relocation Costs:** Proposals involving federal funds for occupied sites should involve no permanent relocation. Funding for relocation cost is generally not available from MSHDA, although proposals involving temporary relocation with minimal cost may be considered on a case-by-case basis. Please consult with MSHDA staff before proposing a site involving relocation and before signing an option or offer to purchase a proposed site.

**No Negative Environmental Issues** – See Tab D and Tab T of the Combined Application for Rental Housing.

## ATTACHMENT C

### Michigan's Low Income Tax Credit Qualified Allocation Plan Supportive Housing Hold-Back Scoring Criteria 2008-2009

**Threshold Score     100 Points**

<b>Self Score</b>	<b>Max Points</b>	<b>Feature</b>
	<b>40</b>	<b>Commitment of 35% or more Supportive Housing Units</b> (Manager units may <b>not</b> be counted as a supportive housing unit.)
	<b>15</b>	<b>Tax Abatement</b> A project application that submits evidence of local support in the form of tax abatement will receive points according to the bullets below. These points will not be available to acquisition and/or rehabilitation projects for which tax abatement has previously been in place.  To receive any points for tax abatement, any project specific tax abatement ordinance or area-wide tax abatement ordinance with a qualifying resolution submitted with an application must meet Authority requirements and must state the length of time the PILOT will be in effect. Projects located in the City Detroit must submit the project specific tax abatement resolution or a copy of the Detroit tax abatement ordinance, and a letter from the City of Detroit stating that the project is eligible for tax abatement. If location in a Renaissance Zone is presented as evidence for tax abatement, the project must document that tax abatement will be effective for the 15 year compliance period.  <b>Points will be awarded under the highest applicable category, not under multiple categories. Tax Abatement Categories</b> <ul style="list-style-type: none"><li>▪ Letter from municipality stating that the PILOT ordinance will be in effect for 15 years or more, it is on the approving Board's agenda, and the date that the PILOT is expected to be approved (<b>4 Points</b>)</li><li>▪ Project specific tax abatement ordinance in place for the entire 15 year compliance period. (<b>10 Points</b>)</li><li>▪ Project-specific tax abatement ordinance in place for longer than the 15 year compliance period (<b>15 Points</b>)</li></ul>

Self Score	Max Points	Feature
	65	<p><b>Federal, State, or Local Funding</b>  Projects employing financing or contributions where the credit is needed to make a project feasible or to serve very low-income families will receive additional points. Evidence of the financing (including amount, term, and interest rate), must be submitted with the application, and dated within 30 days of the date of submission. Loan guarantees do not qualify for points.</p> <ul style="list-style-type: none"> <li>• City/County HOME (05 Points)</li> <li>• RHS (05 Points)</li> <li>• HUD SHP/ S+C (05 Points)</li> <li>• AHP (05 Points)</li> <li>• State/Federal Historic Tax Credits (05 Points)</li> <li>• MSHDA HOME commitment (05 Points)</li> <li>• MSHDA Funding (05 Points)</li> <li>• Capital Contribution targeted for supportive services from developer fee (\$100 per supportive housing unit/per year through the 15 year compliance period). (10 Points)</li> <li>• Private/Foundation – minimum of \$1,000 per supportive housing unit must be committed (05 Points)</li> <li>• Project Based Housing Choice Vouchers (from any PHA) (10 Points)</li> <li>• Other State Agencies – minimum of \$1,000 per supportive housing unit must be committed (DOC, DCH, DHS) (05 Points)</li> </ul>
	5	<p><b>Michigan Products</b>  Projects that can demonstrate the use of products and good that are manufactured by Michigan-based corporations and that are incorporated into the proposed development will receive five additional points.</p>

Self	Max	Feature
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Score	Points	
	25	<p><b>Complete Readiness to Proceed</b></p> <p>Bonus points may be awarded for a project's Readiness to Proceed evidenced by submission at application stage of <u>all</u> of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Firm commitment of all federal, state, and local financing or contributions which will apply to the project and are dated within 30 days of application due date<sup>1</sup></li> <li><input type="checkbox"/> Firm commitment for permanent financing, dated within 30 days of application due date, which is accepted by the sponsor<sup>2</sup></li> <li><input type="checkbox"/> Firm commitment for construction financing, dated within 30 days of application due date, which is accepted by the sponsor.</li> <li><input type="checkbox"/> All necessary local approvals</li> <li><input type="checkbox"/> For projects needing tax abatement to achieve financial feasibility, the project specific tax abatement ordinance or an area-wide tax abatement ordinance with a qualifying resolution which meet Authority requirements<sup>3,4</sup></li> <li><input type="checkbox"/> Evidence from the municipality of final site plan approval<sup>5</sup></li> <li><input type="checkbox"/> Evidence from the municipality of proper zoning<sup>6</sup></li> <li><input type="checkbox"/> Formation of ownership entity<sup>7</sup></li> </ul> <p>Projects receiving points under this category will be required to proceed to closing and disbursement of the construction loan or equity syndication proceeds and, within 120 days of the issuance of the Reservation by the Authority, to provide the Authority with copies of the following:</p> <ul style="list-style-type: none"> <li>▪ Final executed partnership agreement if syndication has occurred</li> <li>▪ Record of the disbursement of the equity or construction loan</li> <li>▪ Recorded notice of commencement (or evidence that the notice has been received for recording) unless on tribal land</li> <li>▪ Recorded deed to the property (or evidence that the deed has been received for recording) or long-term lease on tribal land</li> <li>▪ All building permits necessary to begin construction, or a letter from the municipality stating that the permits will be issued upon payment of fees</li> <li>▪ Appraisal for rehabilitation projects and for new construction projects with an identity of interest</li> </ul>

1 For CIP financing, a commitment letter from the FHLB. For Authority financing, a copy of the Mortgage Loan Feasibility Resolution.

2 For RHS projects, a letter signed by an official of RHS which commits funds to the project; for conventional construction and permanent financing, letters of commitment from the lender which are accepted by the sponsor, or signed mortgage documents. For Authority financing, a copy of the Mortgage Loan Feasibility Resolution.

3 For projects located in the City of Detroit, the project specific tax abatement resolution, or the Detroit tax abatement ordinance and a letter from the City of Detroit stating that the project is eligible for tax abatement.

4 Projects not relying on tax abatement for financial feasibility must indicate tax expenses in the Application supported by a copy of a current tax bill.

5 For rehabilitation projects, a letter from the municipality indicating that the relevant board or commission of the municipality has reviewed the proposal, including the level of rehabilitation work to be completed, the site, and that no further plan approvals are necessary.

6 For rehabilitation projects a letter from the municipality must be submitted, stating that the zoning is compatible with the proposed use of the buildings.

7 Documentation submitted to the Department of Labor and Economic Growth's Bureau of Commercial Services, and certification dated within 30 days of application due date.

Self Score	Max Points	Feature
	15	<p><b>Partial Readiness to Proceed</b></p> <p>If a project does not qualify for complete readiness to proceed, it may receive points for each of the following. <b>A project that receives points in the preceding section for complete readiness to proceed will <u>not</u> be awarded additional points for these items:</b></p> <ul style="list-style-type: none"> <li>Firm Commitment for Construction financing that is dated within 30 days of application due date and is accepted by the sponsor (for Authority financing, a copy of the Mortgage Loan Feasibility Resolution). (Attach as Exhibit 9a) <b>(05 Points)</b></li> <li>Evidence from the municipality that the proposed site is already properly zoned for the intended use. (Attach as Exhibit 3) <b>(05 Points)</b></li> <li>Evidence from the municipality that the proposed site has received site plan approval. (Attach as Exhibit 16) <b>(05 Points)</b></li> </ul>
	5	<p><b>Community/Supportive Service Room</b></p> <p>Projects that provide community or supportive service space to projects with 11 or more units will be eligible for 5 points. A minimum of 15 square feet per residential unit is required.</p>
	10	<p><b>Housing the Most In Need</b></p> <p>Projects that agree and have demonstrated in their Supportive Service Plan to serve the most in need as outlined below:</p>
		<ul style="list-style-type: none"> <li>Chronically Homeless <b>(05 Points)</b></li> <li>Homeless and/or Special Need tenants with incomes at or below 100% of poverty <b>(05 Points)</b></li> </ul>
	5	<p><b>Developing in a High Need Area</b></p> <p>Points will be awarded to those projects that are located in the designated area:</p> <ul style="list-style-type: none"> <li>City of Promise OR</li> <li>A documented need is presented based on HMIS and Point-In-Time data available to the community.</li> </ul>
	15	<p><b>Supportive Service Funding Commitment</b></p> <ul style="list-style-type: none"> <li>Projects that include financing commitment(s) for service coordination that is available to all tenants with acceptable evidence of a commitment including: <ul style="list-style-type: none"> <li>A detailed plan and budget for services to be provided for the Supportive Housing tenants, and;</li> <li>Commitment letters evidencing sufficient funding to pay for that coordination will receive. <b>(15 Points)</b></li> </ul> </li> </ul>

<b>Self Score</b>	<b>Max Points</b>	<b>Feature</b>
	<b>10</b>	<b>Supportive Employment</b> <ul style="list-style-type: none"> <li>Projects that agree to provide job-training opportunities in the building trades, operation, and/or supportive service programs to individuals who are homeless and/or have special needs will receive points. This must be outlined in the Supportive Service Plan.</li> </ul>
	<b>5</b>	<b>Tenant Lead Advisory Council</b> <ul style="list-style-type: none"> <li>Projects that promote Tenant Lead Advisory Councils as outlined and supported in the Supportive Service Plan will be awarded points.</li> </ul>
	<b>5</b>	<b>Increasing Barrier Free and Accessible Units</b> <ul style="list-style-type: none"> <li>Projects that increase the number of accessible and/or barrier-free units beyond MSHDA requirements will be awarded 1 point per each additional unit with a maximum of 5 points possible. (MSHDA requires that 1% of the total units within the development be barrier free.)</li> </ul>
	<b>10</b>	<b>LEEDS NEW URBANISM/GREEN COMMUNITIES (Transfer Score from Leeds New Urbanism/Green Communities Checklist)</b>
	<b>10</b>	<b>Visitable Units</b> Projects that incorporate “visitability” design features into all of the units developed on the ground floor will receive points. (Refer to House Bill 4138 “The Inclusive Home Design Act”)

### **TOTAL SELF SCORE**